

# ***RFP 0125***



## **PURCHASING DEPARTMENT**

200 Derbigny Street – Suite 4400

Gretna, LA 70053

(504) 364-2678

## REQUEST FOR PROPOSAL

TO PROVIDE EMERGENCY TRANSPORTATION AND  
RELATED SERVICES FOR EMERGENCY EVENTS.  
THIS CONTRACT MAY BE INVOKED FOR PARISH,  
STATE AND FEDERALLY DECLARED DISASTER EVENTS



RFP No.: 0125

Proposal Receipt Date: June 7, 2006

Proposal Receipt Time: 4:00 P.M. CDT

Jefferson Parish  
Department of Purchasing  
P. O. Box 9  
Gretna, Louisiana 70053

(504)364-2678

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**REQUEST FOR PROPOSAL**  
**TO PROVIDE EMERGENCY TRANSPORTATION AND**  
**RELATED SERVICES FOR EMERGENCY EVENTS.**  
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**STATE AND FEDERALLY DECLARED DISASTER EVENTS**

**1.1 Background**

In the aftermath of the destruction caused by Hurricanes Katrina and Rita in the year 2005, Jefferson Parish is interested in establishing a contract to provide emergency transportation and related services for emergency events. This contract may be invoked for Parish, State and Federally declared disaster events.

**1.1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Ordinance Number 21587 from bona fide, qualified proposers who are interested in providing special needs transportation and related services for emergency events.

**1.1.2 Goals and Objectives**

The vendor must be able to respond and provide services within six (6) hours of phone or electronic activation. The proposer shall at all times during the existence of this contract maintain a sufficient fleet of properly insured, maintained, and licensed vehicles suitable for transporting people. Jefferson Parish desires to obtain a written logistics plan specific to Jefferson Parish identifying vendor resources required to provide a timely response in establishing services required by this RFP. Vendor is to maintain a network of service providers to ensure that RFP requirements are met even if the emergency event impacts other customers served by vendor. Vendor is to assure readiness and will have a backup provider as well as an out-of-area provider for all services required. In addition to providing special needs transportation, the vendor must have other transportation capabilities.

Proposer must be experienced in emergency response transportation services and related services for emergency events. Proposer must provide a minimum of three (3) references, with current contact information, for projects of similar scope and size.



## 1.2 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
1.	RFP mailed to prospective proposers	May 4, 2006
2.	Pre-Proposal Conference (if required)	N/A
3.	Deadline to receive written inquiries	7-10 days after RFP is mailed
4.	Deadline to answer written inquiries	14 days after receipt of inquiry
5.	Proposal Receipt Date	June 7, 2006
6.	Oral discussions with proposers, if applicable	To be scheduled
7.	Council Selection via resolution	To be scheduled (approx. 3-4 weeks after 6.)
8.	Contract Ratification via resolution	To be scheduled (approx. 3-4 weeks after 7.)

**NOTE: The Parish of Jefferson reserves the right to deviate from these dates.**

## 1.3 Proposal Submittal

All proposals shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events.**

**Important – Clearly mark outside of envelope, box or package with the following information and format:**

- Proposal Name: Emergency transportation and related services for emergency events
- Proposal No. 0125
- Proposal Receipt Date: June 7, 2006

Proposals will be received at:

Jefferson Parish Purchasing Department  
200 Derbigny Street, Suite 4400  
Gretna, Louisiana 70053

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

**PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY PROPOSERS  
SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT  
BE READ.**

**1.4 Proposal Response Format**

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and enter into a contract with the Parish. The letter shall be signed by a person having authority to commit the Proposer to a contract. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Proposer Qualifications and Experience: History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
- D. Technical Proposal: Illustrating and describing compliance with the RFP requirements.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.



- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Proposal: Proposer's fees and other costs, if any, shall be submitted. This financial proposal shall include any and all costs the Proposer wishes to have considered in the contractual arrangement with the Parish of Jefferson. Financial Proposals are to be submitted in a separate sealed envelope.

#### **1.4.1 Number of Response Copies**

Each Proposer shall submit one (1) signed original response along with six (6) additional copies of the proposal. Additional copies may be submitted on CD-R/CD-RW media or 3-1/2" diskette as long as data on the disc is formatted in the Word program.

#### **1.4.2 Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer(s) response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer(s) ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

#### **1.5 Confidentiality**

Proposals submitted in response to this RFP may contain trade secrets and/or privileged or confidential commercial or financial information which the Proposer (or his subcontractor) does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of such data may be restricted, provided the Proposer marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend:

"The data contained in Pages \_\_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Parish of Jefferson shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Parish of Jefferson's right to use or disclose data obtained from any source, including the Proposer, without restrictions."



Further, to protect such data, each page containing such data shall be specifically identified and marked "**CONFIDENTIAL.**"

It should be noted, however, that data bearing the aforementioned legend shall be subject to release under the provision of the Louisiana Public Records Law, LSA-R.S. 44.1 et. seq. The Parish of Jefferson assumes no liability for disclosure or use of unmarked data and may use or disclose such data for any purpose. It should be noted that any resultant contract will become a matter of public record.

However, the Parish of Jefferson reserves the right to make any proposal, including proprietary information contained therein, available to any other parish agency or organization for the sole purpose of assisting the Parish in its evaluation of the proposal. The Parish shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

## **1.6 Proposal Clarifications Prior to Submittal**

### **1.6.1 Pre-proposal Conference - NOT REQUIRED FOR THIS RFP.**

### **1.6.2 Inquiry Periods**

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events. Initial inquiries shall not be entertained thereafter.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

Further, we realize that additional questions or requests for clarification may generate from the parish's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum is posted. If necessary, another addendum will be issued to address the final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

No negotiations, decisions, or actions shall be executed as a result of any oral discussions with any parish employee or parish consultant. The parish shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by the parish. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department  
200 Derbigny Street, Suite 4400  
Gretna, Louisiana 70053  
E-Mail:[Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Phone:(504)364-2678 Fax:(504)364-2693

**1.7 Proposal Guarantee - NOT REQUIRED FOR THIS RFP.**

**1.8 Performance Bond - NOT REQUIRED FOR THIS RFP.**

**1.9 Changes, Addenda, Withdrawals**

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, in a sealed envelope, prior to the proposal opening. Such shall meet all requirements for the proposal. If the proposer chooses to withdraw his proposal response, the withdrawal notice shall be in writing and received prior to proposal opening.

**1.10 Cost of Offer Preparation**

The Proposer assumes sole responsibility for any and all costs associated with the preparation and reproduction of any offer submitted in response to the RFP and preparation for oral presentations/discussions and other such expenses, and shall not include this cost or any portion thereof in the offered contract price and terms.

**1.11 Non-negotiable Contract Terms**

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, claims or controversies, and termination based on contingency of appropriation of funds. The standard general terms and conditions used by Jefferson Parish may be found in



Resolution No. 95466. A copy may be obtained from the Parish Clerk's Office, 6<sup>th</sup> Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626.

#### **1.12 Taxes**

Any taxes, if applicable, shall be assumed to be included within the Proposer's cost.

#### **1.13 Proposal Validity**

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the Parish reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

#### **1.14 Prime Contractor Responsibilities**

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The Parish of Jefferson shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

#### **1.15 Written or Oral Discussions/Presentations**

Written or oral discussions may be conducted with Proposer(s) who submit proposals determined to be reasonably susceptible of being selected for award. Proposals may be accepted without such discussions and awards made on the basis of the initial offers so proposals should be complete and reflect the most favorable terms available from the Proposer(s).

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussion/presentations for clarification may be conducted to enhance the Parish's understanding of any or all of the proposals submitted. Neither negotiations nor changes to vendor proposals will be allowed during these discussions. Proposals may be accepted without such discussions.

#### **1.16 Acceptance of Proposal Content**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer(s) to accept these obligations shall result in the rejection of the proposal.

### **1.17 Contract Negotiations**

If for any reason the Proposer whose proposal is most responsive to the Parish's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the Parish may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation shall not allow price alterations. The Parish of Jefferson must approve the final contract form and issue a purchase order, if applicable, or contract, to complete the process.

### **1.18 Cancellation of RFP or Rejection of Proposals**

The Parish of Jefferson reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the Parish to do so.

### **1.19 Evaluation and Selection**

All responses received as a result of this RFP are subject to evaluation by the Parish Evaluation Committee for the purpose of selecting the Proposer with whom the Parish shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Written recommendation for award shall be made to the Jefferson Parish Council for the Proposer(s) whose proposal(s), conforming to the RFP, will be the most advantageous to the Parish of Jefferson, price and other factors considered.

The committee may reject any or all proposals if none are considered in the best interest of the Parish.

### **1.20 Award**

**1.20.1** Award shall be made to the Proposer(s) whose proposal, conforming to the RFP, will be the most advantageous to the Parish of Jefferson, considering price and other factors considered.

**1.20.2** The award may be made on the basis of the initial offer or as noted in Part 1.15.



### **1.21 Notice of Intent to Award**

The evaluation committee's recommendation for award shall be forwarded to the Jefferson Parish Council for selection.

After the selection of the Jefferson Parish Council the Department will notify all unsuccessful Proposers as to the outcome of the evaluation process.

### **1.22 Insurance Requirements**

Proposer shall furnish the Parish with certificates of insurance affecting coverage(s) required by the RFP (see Attachment "A"). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Parish before work commences. The Parish reserves the right to require complete certified copies of all required policies, at any time.

### **1.23 Subcontractor Insurance**

The Proposer shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein for the Proposer.

### **1.24 Indemnification**

Notwithstanding the above, the successful proposer shall protect, defend, indemnify, save and hold harmless the Parish of Jefferson, all parish departments, agencies, boards and commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the successful proposer, its agents, servants, and employees and any and all costs, expense and/or attorney fees incurred by the successful proposer as a result of any claim, demands, and/or causes of action except those for claims, demands, and/or causes of action arising out of the negligence of the Parish, its agents, and/or employees. The successful proposer agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

### **1.25 Fidelity Bond Requirements - NOT REQUIRED FOR THIS RFP**

### **1.26 Payment for Services**

The Proposer shall invoice Jefferson Parish at the completion of the project. If project is greater than forty-five (45) days, then Proposer may submit invoices every thirty (30)



days for all work completed. Payments will be made by Jefferson Parish approximately thirty (30) days after receipt of a properly executed invoice, and approval by the Director of Accounting. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

## **1.27 Termination**

**1.27.1** The Parish may terminate this contract for cause based upon the failure of the Proposer to comply with the terms and/or conditions of the contract; provided that the Parish shall give the Proposer written notice specifying the Proposer's failure. If within ten (10) days after receipt of such notice, the Proposer shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the Parish may, at its option, place the Proposer in default and the contract shall terminate on the date specified in such notice. The Proposer may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the Parish to comply with the terms and conditions of this contract; provided that the contractor shall give the Parish written notice specifying the Parish's failure.

**1.27.2** The Parish may terminate any contract entered into as a result of this RFP at any time by giving thirty (30) days written notice to the Proposer. The Proposer shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**1.27.3** The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Jefferson Parish Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

## **1.28 Assignment**

Assignment of contract, or any payment under the contract, requires the advanced written approval of the Jefferson Parish Council, by council resolution.

## **1.29 No Guarantee of Quantities**

The Parish of Jefferson does not guaranty that items listed in scope of work will provide a complete system. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.



The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the right is reserved by the Parish to increase or decrease the amount, at the unit price stated in the proposal. The Parish of Jefferson does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

### **1.30 Audit of Records**

The monitoring and auditing of the Proposer's records shall be allowed to the Parish of Jefferson Finance Department and any other appropriate Parish entities.

### **1.31 EEOC and ADA Compliance**

The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The Contracting Party shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect its employees or prospective employees.

Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

### **1.32 Record Retention**

The Contractor shall maintain all records in relation to this contract for a period of at least three (3) years.

### **1.33 Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Proposer in connection with the performance of the services contracted for herein shall become the property of the Parish of Jefferson, and shall, upon request, be returned by Proposer to the Parish of Jefferson, at Proposer's expense, at termination or expiration of this contract.

### **1.34 Content of Contract/Order of Precedence**

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; 2) the Request for Proposal (RFP) and addenda (if any); and 3) the contractor's proposal.

### **1.35 Contract Changes**

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of the Jefferson Parish Council.

Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/ or Proposer change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

### **1.36 Substitution of Personnel**

The Parish intends to include in any contract resulting from this RFP the following condition:

Substitution of Personnel: If, during the term of the contract, the Proposer or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the Parish for approval prior to any personnel substitution. It shall be acknowledged by the Proposer that every reasonable attempt shall be made to assign the personnel listed in the Proposer's proposal.

### **1.37 Force Majeure**

The Proposer or Parish of Jefferson shall be exempted from performance under the contract for any period that the Proposer or Parish of Jefferson is prevented from performing any services in whole or in part as a result of an act of God, strike, war, civil disturbance, epidemic or court order, provided the Proposer or Parish of Jefferson has prudently and promptly acted to take any and all corrective steps that the Proposer or Parish of Jefferson can promptly perform. Subject to this provision, such nonperformance shall not be considered cause or grounds for termination for the contract.

### **1.38 Governing Law**

All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State



of Louisiana and Jefferson Parish Code of Ordinances; purchasing rules and regulations; standard terms and conditions, including specifications listed in this RFP.

### **1.39 Claims or Controversies**

Proposer does, by signing a contract pursuant to this RFP with the Parish, agrees that the contract is made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The proposer hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The parties hereto agree that the sole and exclusive venue for any suit or proceeding brought pursuant to this contract shall be the 24<sup>th</sup> Judicial District Court for the Parish of Jefferson, State of Louisiana.

## **PART II SCOPE OF WORK/SERVICES**

### **2.1 Scope of Work/Services**

A. The Proposer selected will be required to provide, at a minimum, the following:

1. Develop a written logistics plan specific to Jefferson Parish within 30 days of receiving contract.
2. Determine and identify vendor resources required to provide a full and timely response in establishing special needs transportation and related services required by Jefferson Parish.
3. Develop, maintain and publish a network of service and equipment providers to meet Jefferson Parish guidelines. If necessary, establish contracts with vendors capable of providing service with regard to response time of vendor, and necessary resources.

B. Management and Maintenance of Resources:

1. The proposer will maintain a network of service providers adequate enough to ensure that Jefferson Parish contract specifications will be met, even in the event an emergency that impacts Jefferson Parish also impacts other customers served by the proposer.
2. The proposer will maintain regular contact with providers to assure readiness.
3. The proposer will have at least one backup provider as well

as an out of area backup for all services to ensure plan integrity.

4. To assure that the proposer employs qualified personnel, each proposer shall submit a brief description of the proposer's driver selection performance criteria and training program.
5. The proposer must be able to document that its vehicles have passed State and local safety inspections and that there is a preventative maintenance schedule on all vehicles and that all driver's have good driving records and up-to-date licenses, as required by the Office of Motor Vehicles.
6. The proposer will provide complete accountability of all expenses, including any documentation requested by Jefferson Parish.
7. The proposer will provide a post-event critique which will include a self-review and feedback from Jefferson Parish and other involved parties. Results of the post critique will be incorporated into future strategies.
8. The proposer will participate in all drills as assigned by Jefferson Parish.

#### C. Logistics Response Needs

1. The proposer will meet the following needs of Jefferson Parish's Emergency Response Plan:
  - a. Provide emergency transportation throughout Jefferson Parish including, but not limited to evacuees and support emergency staff.
  - b. Provide transportation to and from outlying facilities, as well as for the following locations:

Emergency Operations Center  
1887 Ames Boulevard  
Marrero, Louisiana 70072

Westbank Employee Shelter  
Boudreaux Elementary School  
950 Behrman Highway  
Terrytown, Louisiana 70056



Eastbank Employee Shelter  
EB Vehicle Maintenance Facility  
4901 Jefferson Highway  
Jefferson, Louisiana 70123

- c. If notified, by Jefferson Parish, proposer shall be prepared at any time to provide service to additional sites and/or different locations, and different numbers of peoples.

**Delivery Date or Time Frames for Completion of Work**

Proposer shall be able to respond and provide service within six (6) hours of phone or electronic activation for all designated sites as directed by Jefferson Parish.

## **2.2 Period of Agreement**

The term of any contract resulting from this solicitation shall begin on the date the contract is signed by both parties, and shall terminate two years thereafter.

## **2.3 Price Schedule**

Proposer shall provide a price schedule for all requested items. Prices submitted shall be firm for the term of the contract. Prices should include delivery of all items F.O.B. destination.

## **2.4 Deliverables**

The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

## **2.5 Location**

The location the service is to be performed is Jefferson Parish Emergency Operations Center, 1887 Ames Blvd., Marrero, LA 70072; Westbank Employee Shelter at Boudreaux Elementary School, 950 Behrman Highway, Terrytown, LA 70056; Eastbank Employee Shelter at Eastbank Vehicle Maintenance Facility, 4901 Jefferson Highway, Jefferson, LA 70123; and any other location deemed necessary by Jefferson Parish.

## PART III EVALUATION

The following criteria will be evaluated when reviewing the proposals: The proposal will be evaluated in light of the material and the substantiating evidence presented to the Parish of Jefferson, not on the basis of what may be inferred.

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS RFP IS 300

### 3.1. Experience and Qualifications – maximum of 100 points

Proposals will be evaluated against the questions set out below.

- (1) Did the proposer describe the objective and basic functions of the organization, including the total number of staff and sources of financial support?
- (2) Did the proposer provide an organizational chart, qualification and resumes of key personnel?
- (3) Did the proposer provide evidence of the organization/firm's structure, articles of incorporation, by-laws, etc.?
- (4) Did the proposer provide a list of the services they currently provide?

Questions regarding prior projects.

- (1) Does proposer have prior experience in providing emergency transportation and related service for emergency events?
- (2) Does proposer have familiarity and experience in working with and coordinating services with other organizations/firms that provide similar services?
- (3) Does proposer have prior experience in assisting municipalities and/or government agencies in providing emergency transportation and related services for emergency events?

Questions regarding personnel.

- (1) Do the individuals assigned to the project have experience on similar projects?



- (2) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- (3) How knowledgeable are the proposer's personnel of the local area and how many individuals have worked in the area previously?

Questions regarding the proposer:

- (1) Has the proposer provided proof of examples of completing similar projects on time and within budget?
- (2) How successful is the general history of the proposer regarding timely and successful completion of projects?
- (3) Has the proposer provided letters of reference from previous clients? Proposer must provide a minimum of three (3) references, with current contact information for projects of similar scope and size.

### **3.2 Technical Acceptability and Approach in Meeting Performance Requirements – maximum of 100 points**

Proposals will be evaluated on overall quality in response to the questions below:

- (1) Did the proposer provide a clear and comprehensive narrative that best describes a clear understanding of the project requirements?
- (2) Does the proposal adequately address (at a minimum) all required elements of this scope of work?
- (3) Does the proposal provide a creative approach for addressing (at a minimum) all required elements of this RFP?
- (4) Is there anything particularly unique in the recommended strategies or approaches that goes beyond the minimum requirements of this proposal and adds to the Scope of Work?
- (5) Information demonstrating the proposer's undertaking of the nature and scope of this project.
- (6) Any other information deemed pertinent by the proposer, including terms and conditions which the proposer wishes the Parish to consider.
- (7) Reasonableness of plans and schedule to meet deadlines.

- (8) Have any potential problems or deficiencies been identified?
- (9) Is the proposal submitted responsive to all material requirements in the RFP?

**3.3 Contract Cost** - Overall, a maximum of 100 points of the total evaluation points will be assigned to cost.

The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost. The proposer must include an itemized listing of all expenses or fees, if applicable, (including travel) that are expected to be paid by the parish. Travel and other allowable expenses shall be reimbursed in accordance with the Parish's General Travel Regulations, within the limits established for Employees as defined by the Parish. All out of state travel will be subject to prior approval by the Department Director or his/her designee.



## **ATTACHMENT "A"**

### **INSURANCE REQUIREMENTS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 95466 dated 01/23/02

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 95466.

#### **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

#### **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

#### **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

#### **DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

#### **UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

### **CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:**

#### **OWNER'S PROTECTIVE LIABILITY — Not Applicable for this project**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

#### **BUILDER'S RISK INSURANCE — Not Applicable for this project**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

ATTACHMENT "B"

**RFP 0125**

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from firms interested in providing emergency transportation and related services for emergency events. This contract may be invoked for parish, state and federally declared disaster events, in accordance with the terms, conditions and specifications outlined in the Request for Proposal (RFP)

Request for Proposals will be received until 4:00 p.m. Local Time on: Wednesday, June 7, 2006

---

(Type Name of Person Authorized to Sign)

---

(Company Name)

---

(Street Address)

---

(City, State, Zip Code)

---

(Area Code)    (Phone Number)    (Area Code)    (Fax Number)

---

(Signature of Person Authorized to Sign)

---

(Title of Person Authorized to Sign)

This RFP must be signed by an authorized Representative of the Company/Firm for RFP to be valid. RFP package, including instructions and specifications, must be returned in its entirety for RFP to be valid. Signing indicates you have read and comply with the Instructions and Conditions.



ATTACHMENT "C"

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED, THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL  
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF  
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,  
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT  
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE  
ABOVE DATED MEETING OF THE BOARD  
OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN  
REVOKED OR RESCINDED.

\_\_\_\_\_  
SECRETARY-TREASURER

\_\_\_\_\_  
DATE

ATTACHMENT "D"

**REQUEST FOR PROPOSAL**

**RFP 125**

Jefferson Parish Department of Purchasing is soliciting **Request for Proposals (RFP'S)** from firms interested in providing **"Emergency Transportation and Related Services for Emergency Events. This Contract May Be Invoked For Parish, State and Federally Declared Disaster Events. (RESOLUTION 104973)**

**EVALUATION OF RFP RESPONSES:**

**THE TOTAL NUMBER OF POINTS USED TO SCORE THIS RFP IS 300**

1. Experience and Qualifications – maximum of 100 points
2. Technical Acceptability and Approach in Meeting Performance Requirements – maximum of 100 points.
3. Contract Cost - Maximum of 100 points of the total evaluation points will be assigned to cost.

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:

JEFFERSON PARISH PURCHASING DEPARTMENT  
GENERAL GOVERNMENT BUILDING  
200 DERBIGNY STREET, STE 4400  
GRETN, LA 70053

UNTIL 4:00 P.M. LOCAL TIME ON **WEDNESDAY, JUNE 7, 2006.**

Parish of Jefferson reserves the right to reject any and all proposals.

Specifications are available gratis from: [www.jeffparish.net/bids](http://www.jeffparish.net/bids) (click on Bid Downloads) or

Jefferson Parish Purchasing Department  
General Government Building  
200 Derbigny St., Ste. 4400  
Gretna, LA 70053  
(504) 364-2678

Peggy O. Barton  
Director  
Purchasing Department

Elizabeth Louding, CPPB  
Chief Buyer  
Purchasing Department

**ADV. TIMES PICAYUNE OFFICIAL JOURNAL & METRO SECTIONS:**  
**May 4, 11, 18**